# [Project Title]

**[PI Name]**

**University of Nevada, Las Vegas**

## BUDGET JUSTIFICATION

* *Justify/explain each budget line item in the order it appears in the sponsor formatted budget using this sample as a guide.*
* *Edit or delete text in blue italic as applicable for your project. Items not on your budget can be deleted.*
* *Do not include dollar amounts unless required per sponsor guidelines.*
* *For NSF proposals, paginate this document starting with page 1 and limit to 5 pages.*
* *For all proposals, check page limit for budget justification and DO NOT EXCEED*

## PERSONNEL - *$XXX,XXX*

*Describe all personnel costs as indicated below.*

Salaries for all named personnel are based upon current University of Nevada, Las Vegas academic and staff salary scales. All personnel budget calculations include salary range adjustments and merit increases as applicable for each year of support in accordance with University policy.

UNLV has personnel who are on academic (9 month) and annual (12 month) appointments. For academic appointments, UNLV defines a year as the 9-month academic calendar plus up to 3 summer months. For annual appointments, UNLV defines a year as a period that extends for twelve months, normally beginning on July 1.

Name, Role - # of summer/academic/calendar months is requested each year of the project and is calculated based on the institutional base salary. The PI will be responsible for the overall coordination of the project and the supervision of the graduate students and other project personnel. Change and/or insert description of PI role/function here.

Provide similar information for UNLV Co-PIs, Research Associates/Assistants, Postdocs, and other UNLV personnel listed on the budget.

For NSF proposals, provide justification if more than two months salary is requested in this proposal or in combination with all NSF-funded projects for any of the senior personnel.

Graduate student support is based on the current University rate. Salary for X month(s) at XXX% is requested for support of the graduate research assistant. Insert description of GRA role/function here.

*X number of undergraduate students will work X number of hours for X number of weeks at the rate of $X.XX per hour. Insert description of Undergraduate role/ function here.*

*For NSF, unfunded personnel should be described in the facilities, equipment and other resources document, but their time should not be quantified.*

## FRINGE BENEFITS - *$XX,XXX*

UNLV has federally approved pooled fringe benefit rates that are specifically identified to each employee and charged as direct costs. FY24 approved rates are as follows: Faculty/Professional Staff (including Postdoctoral Scholars) – 30.6 %; Clinical Faculty: 24.9%, Classified Staff – 41.3%; Letter of Appointments (Temporary Professional Staff) – 22.8%; Medical Residents – 26.6%; Graduate Assistants – 19.2%; Student or Other Hourly – 4.6%; Non-retirement Earnings – 2.5% For detailed fringe benefit rate information please access url: <https://www.unlv.edu/controller/fringe-pool-rates>

## EQUIPMENT - *$XX,XXX*

Equipment funds are requested to purchase:

*List all capital equipment to be purchased for use on the project and specify how item will be used for the proposed research activity and in what year it will be purchased. Provide the cost for each individual piece of equipment or distinct components if item is being fabricated and how you arrived at the figure, e.g., “The cost of XX equipment was estimated taking the average cost of XX as provided by three independent vendor quotes. All other equipment costs were estimated using catalog prices.”*

Equipment one: *$XX,XXX*

Equipment two: *$XX,XXX*

## TRAVEL - *$XX,XXX*

Domestic

Travel funds are requested for the *Principal Investigator and a graduate student to [location and dates of travel if known, identify purpose of trip, e.g. to attend XXXX conference relating to the research being proposed].* The cost of travel is calculated for *# days and includes airfare, lodging, per diem, and ground transportation. The cost of airfare and ground transportation is based on estimated costs. Lodging and per diem costs are based on GSA lodging and per diem rates.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost category** | **Rate** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| Airfare | $xxx/person/trip | $ | $ | $ | $ |
| Lodging (# nights) | $xxx/night | $ | $ | $ | $ |
| Meals & incidental expenses (# days) | $XX/day; first & last days @ $YY | $ | $ | $ | $ |
| Ground transportation | $xxx/person/trip | $ | $ | $ | $ |
| Total | | $ | $ | $ | $ |

International

Travel funds are requested for the *Principal Investigator and a graduate student to [location and dates of travel if known, identify purpose of trip e.g. to attend XXXX conference relating to the research being proposed].*

The cost of travel is calculated for *# days and includes airfare, lodging, per diem, and ground transportation. The cost of airfare and ground transportation is based on estimated costs. Lodging and per diem costs are based on U.S. Department of State lodging and per diem rates.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost category** | **Rate** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| Airfare | $xxx/person/trip | $ | $ | $ | $ |
| Lodging (# nights) | $xxx/night | $ | $ | $ | $ |
| Meals & incidental expenses (# days) | $XX/day; first & last days @ $YY | $ | $ | $ | $ |
| Ground transportation | $xxx/person/trip | $ | $ | $ | $ |
| Total | | $ | $ | $ | $ |

## PARTICIPANT SUPPORT COSTS - *$X,XXX*

Describe as necessary if included in the budget. Participant Support Costs include expenses associated with participants in specific program-sponsored conferences and/or workshops. DO NOT include expenses for workshop presenters or UNLV employees. Include the number of participants budgeted for, justification for costs, travel expenses, and other associated participant expenses, as applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Rate** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| No. of  Participants |  |  |  |  |  |
| Stipends | $xxx/person | $ | $ | $ | $ |
| Travel | $xxx/person | $ | $ | $ | $ |
| Other (xxx item) | $xxx/person | $ | $ | $ | $ |
| Total |  | $ | $ | $ | $ |

## OTHER DIRECT COSTS - *$XXX,XXX*

*For each of the other direct costs items below that are in your budget, briefly detail what the items are to be purchased and applicability to proposed project.*

**Materials and Supplies:** *e.g. consumables, lab supplies, chemicals, computers, etc.*

**Publication Costs:** *e.g. page charges.*

**Consultants:** *Describe anticipated services to be provided by the consultant(s). Describe the basis of the cost estimate (e.g. $X/ hour, X hours, travel costs, and total estimated costs).*

**Computer Services:** *Detail basis of cost estimate and applicability to proposed project.*

**Subawards:** *List all subawards and provide a short description of the work to be performed. If provided separately, detailed subaward costs should be included in the subaward budget justification only.*

**Facility Rental/ User Fees:** *Detail basis of cost estimate and applicability to proposed project.*

**Other:** *[For items that do not fall within the specified Other Direct Cost categories above, itemize in this section and include the basis of the cost estimate. Common items are included below].*

*Human Subject/Participant Incentives: List the total number of human subject participants and the amount of the remuneration.*

*Tuition: Graduate student tuition is requested in accordance with University policy. The rate used for GRA tuition remission is currently $(see internal budget sheet for current amount based on 1st year of performance period) per credit plus $(see internal budget sheet for current amount based on 1st year of performance period) per semester in fees in Year 1 and increases each year of the performance period thereafter based on the rates approved by the Board of Regents.*

## FACILITIES AND ADMINISTRATION (F&A) COSTS - $XXX,XXX

UNLV F&A cost is calculated using a predetermined rate as stipulated by DHHS Rate Agreement dated 04/04/2023. The on-campus research rate of 51% of Modified Total Direct Costs (MTDC) has been effective since 07/01/2023. The rate will increase to 51.5% beginning on 07/01/2025 and remain as such until amended.